

Lesson	Topic	Language Focus	Example Sentences
Lesson 1 – Career Moves	Talk about your career path, goals, and ambitions	Grammar: Present Perfect Continuous Vocab: career verbs Pronunciation: short vs long vowels	1. “I’ve been working in marketing for five years.” 2. “She’s been looking for a new position recently.” 3. “We’ve been developing our skills to get promoted.”
Lesson 2 – Company Culture	Describe company values, norms, and workplace behaviour	Grammar: Compound nouns and adjectives Vocab: culture words	1. “Our company has a strong teamwork culture.” 2. “We value open communication and respect.” 3. “It’s a very fast-paced, high-pressure environment.”
Lesson 3 – Difficult Situations	Handle complaints and solve problems politely	Grammar: Polite language and softening Vocab: complaint verbs	1. “I understand how frustrating that must be.” 2. “Let me see what I can do to fix the issue.” 3. “I’m really sorry for the inconvenience.”
Lesson 4 – Plans & Proposals	Make and respond to suggestions and proposals	Grammar: Modals of possibility and polite phrasing Vocab: proposal lexis	1. “We could extend the deadline if necessary.” 2. “How about offering a discount to new clients?” 3. “That might be a good solution for both sides.”
Lesson 5 – Decision Making	Discuss options and reach agreements in meetings	Grammar: Second Conditional Vocab: pros/cons, evaluation terms	1. “If we hired more staff, we could finish sooner.” 2. “The main advantage is lower costs.” 3. “I’d choose option B because it’s more flexible.”
Lesson 6 – Success & Failure	Talk about lessons learned and professional resilience	Grammar: Phrasal verbs (get / take) Vocab: outcome words Pronunciation: word stress	1. “We took the feedback seriously and improved.” 2. “She got over the setback quickly.” 3. “I learned a lot from that experience.”
Lesson 7 – Working with International Clients	Manage cross-cultural communication effectively	Grammar: Comparatives and cultural vocabulary; Vocab: etiquette phrases	1. “People here are usually more direct than in my country.” 2. “It’s important to be polite and patient with clients.” 3. “Their communication style is quite formal.”
Lesson 8 – Writing at Work	Write short, polite, and professional emails	Grammar: Register and tone; Vocab: email phrases	1. “Could you please confirm the meeting time?” 2. “I look forward to hearing from you soon.” 3. “Please find the report attached.”
Lesson 9 – Selling Your Ideas	Present ideas and persuade others effectively	Grammar: Persuasive structures (“What if we...?”, “How about...?”); Vocab: benefit vs. feature, persuasive adjectives; Pronunciation: intonation for persuasion	1. “What if we launch the product earlier?” 2. “How about focusing on the benefits for clients?” 3. “I believe this idea could really improve results.”
Lesson 10 – Review & Practice	Review of all topics and skills through practice tasks		